

Conference Call Meeting Minutes
ACRL Distance Learning Section Instruction Committee
Wednesday, August 11th, 2004
2 p.m. E.S.T.

I. Minutes

Ramona will take minutes for this meeting.

II. Roster

Ramona, Darby, Kate, Michele Behr, Beth and Dan joined the conference call. Lee Anne George also signed in, representing ARL SPEC Kits.

III. Introduction of Lee Anne George, ARL

Lee Anne briefly introduced herself to new members and those in the group who had not made it to ALA annual in Orlando. She explained her role as the Program Planning Officer for ARL and how she would be working with the committee to distribute our survey questionnaire and publish a SPEC Kit, jointly with ACRL.

IV. Revision of SPEC Survey Questionnaire

The following revisions were recommended by Lee Anne and other committee members (via email and during the conference call):

- Throughout survey, where it makes sense, change “campus” to “site.” Similarly, change “college” or “university” to “institution.”
- Q1: Delete “and” from the “and learning modules on CD-ROM” phrase, 2nd sentence.
- Q1: Add a “Not Applicable” column for responses
- Q3: Add an option: “the library has a presence on the home page of the institution’s website.”
- Q3: Rephrase “Regional accreditation standards recommend librarian/faculty collaboration” to “Regional accreditation standards were a driving factor for librarian/faculty collaboration.”
- Q3: Drop the word “website” from the end of “The library has a presence in the institution’s portal website.”
- Q3: Rephrase “A center for excellence in teaching/academics is located in or very near the main library building” to “There is a strong relationship between the library and a center devoted to improving teaching.”
- Q3: Add a “Not Applicable” column for responses.
- Q3: Add a column with boxes for comments.
- Q5: Change “university-wide” to “institution-wide”
- Q5: Add “Distance Education Support Committee” as an option
- Q5: Rephrase “Center for Excellence in teaching/academics” to “A center devoted to improving teaching.”
- Q7: Change “e.g.” to “i.e.”
- Q8: Ask them to indicate the number of distance teaching faculty, not a percentage. Remove percentage ranges and replace with fill-in boxes. Add a don’t know option. Possibly remove this question altogether, and have it branch from question 9 somehow (Lee Anne pointed out that most respondents will not be able to answer the question).
- Q9: Take the parenthetical content from 9b and move it up to the beginning of the question.
- Q9: Instead of providing a range of numbers, ask them to fill in a number.

- Q9: Consider having a question 9c or 9b (which would become 8c or 8b, because of eliminating question 8), that tries to do what question 8 was doing, but should be easier for respondents to answer, because it's based on a specific, known group.
- Q9: rephrase "centers for teaching and learning" to "a center devoted to improving teaching."
- Q11: To the first sentence, add this clause to the end: "and other professionals serving distance learners."
- Q11: Insert "and other" into the phrase "Formal assessment of distance teaching faculty member's needs" (between "faculty" and "members").
- Q14: "No" and "Don't Know" should point to question 19, not 18 (this may change if question 8 is eliminated or modified).
- Q19: Ask them to "list up to 3," instead of 5.
- Q19: Change header "Successful strategies employed," to "Successful strategies employed for promoting collaborative delivery of distance information literacy instruction." Ditto for the unsuccessful strategies.
- Q20: Change "Please check ONLY THREE" to "Please check UP TO THREE."

a. Possible further testing

As soon as Ramona makes the revisions and sends the latest version to Lee Anne and committee members, we will need volunteers to find survey testers. If you have one or more colleagues who are not a part of our committee, whom you think would be suitable test respondents, please be prepared to contact them soon. Lee Anne favors testing the instrument before we submit it to ARL at the end of this month.

V. Revision of SPEC Survey Introduction

- Wherever the phrase "college or university" appears, change the word to "institution," or "institutions."
- Wherever the word "campus" appears, change the word to site.
- First paragraph, first sentence: change "As distance education has become increasingly pervasive in higher education libraries are challenged to provide services and resources to support students who are often at a great distance from any campus" to "As distance education has become increasingly pervasive in higher education, libraries are challenged to provide services and resources to support off-site students who are unable to visit the institution's library itself."
- Wherever "face-to-face" appears, hyphenate it.
- My suggestion, after the fact, first paragraph, second-to-last sentence: change phrase "Research has show that library users find the research environment and library information intimidating and difficult to navigate" to "Research has show that library users find the research environment and libraries intimidating and difficult to navigate" (?—I'm not sure, but think it over.)
- Second paragraph, third sentence: change phrase "librarians at California State University" to "Librarians in the California State University System."
- Add a sentence clarifying that the survey is not interested in dealing with data on programs wherein students meet face-to-face, with a web-enhanced component.
- Add clarification of what we mean by the term "distance teaching faculty."
- My suggestion, after the fact: add a sentence clarifying what we mean by information literacy instruction. It doesn't have to be a whole course that teaches all five standards, but any library instruction that satisfies any one objective or combination of objectives based on the ACRL Information Literacy Competency Standards.
- Add a note attributing the survey to the Instruction Committee. Names needn't be listed here, because they'll appear on the SPEC Kit title page. Ex: "This survey was designed by the ACRL Distance Learning Section Instruction Committee." Whether or not we want to list the chairperson is optional.

VI. Deadlines/schedule

Test survey during last two weeks in August. Make any adjustments based on tester comments. Submit survey and survey introduction to Lee Anne by the end of the month.

VII. Communication with Mary Ellen Davis, ACRL

Mary Ellen confirmed that she is on board with our project, though tending to its specifics has fallen under a stack of other priorities. She will get back to Lee Anne soon as to whether we are good to go with our contract with ACRL.

VIII. Round Robin

Darby was getting hit with a tropical storm and a hurricane. Others reported thunder and lightening—bad weather. We signed off with well-wishes for everyone's safety.